

Statements

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Supply Forms and Manuals

Filing officers must supply the necessary forms and manuals prescribed by the FPPC. The FPPC prepares informational manuals on the campaign disclosure provisions of the Act and the campaign disclosure forms required to be filed pursuant to Government Code Section 82006.

Filing officers should maintain a supply of blank forms and manuals for dissemination to candidates and committees. When forms and manuals are updated or revised, the filing officers should discard all copies of the old version except one, which should be retained for historical purposes.

Campaign forms and manuals may also be obtained online at www.fppc.ca.gov. Many forms are now interactive on the FPPC website but still must be printed out and filed on paper with the appropriate filing officer.

Form and Manual Revision Process

Campaign forms and manuals are typically not updated each year. They are revised to incorporate any legislative or regulatory changes. Persons interested in previewing new or amended forms or manuals should visit our Mailing Lists section of our website and subscribe to be placed on an interested persons list. In most cases, the form and manual revision meetings are coordinated by the Technical Assistance Division to solicit comments from the public prior to Commission approval of the forms and manuals.

Maintain a Log

Filing officers are required to compile and maintain a current list of all campaign disclosure statements filed with them. This list, or log, is a public record and must be available for public inspection. The purpose of the list is to help determine if all of the required statements have been filed. If your agency does not have a logging system in place, start one by using the information on your agency's most current filers and working your way back.

The Act does not require a specific format for the log nor does it require specific information to be contained in the log. However, the list should include, at a minimum, the name and address of the candidate or committee, office sought or held or ballot measure number, i.d. number if applicable, type of statement filed, due date, date filed, and period

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covered by the statement. The log also may contain any additional information which would benefit the filing officer in performing the required duties. Campaign logs can be maintained in a notebook format, log sheets, or in any computerized format.

Filing officers must determine whether required campaign statements have been filed. It is your duty as a filing officer to notify a candidate or committee of his or her filing obligation once it becomes apparent that person has an obligation to file and has failed to do so. Filing officers are not required to conduct an investigation to determine whether a candidate or committee has an obligation to file a statement.

- ◆ Officeholders whose salaries are less than \$200 per month are not required to file Form 470 or 460 unless they receive contributions or make expenditures during the six-month period covered by the semi-annual statement. (Section 84200.)
- ◆ Whenever it appears that a person may have a filing obligation, filing officers are encouraged to contact that person to notify him or her of the filing requirements under the Act.
- ◆ Every candidate listed on a ballot must file either a Form 470 or Form 460 by the first pre-election deadline.
- ◆ Every committee must file a semi-annual statement in July and January of each year. Some exceptions may apply to judges and non-salaried officeholders. See the campaign manual for more information.
- ◆ If a candidate or officeholder raises \$1,000 or more in a calendar year or had an open committee during the calendar year, he/she *may not* use Form 470.

Filing officers should accept all statements, even if the wrong form is used. If this happens, ask the filer to amend using the correct form.

All statements must be date stamped on the cover page when received by an agency.

Faxed Statements

Campaign statements that contain 30 pages or less may be faxed provided that the faxed copy is an exact copy of the mailed version. The mailed version must be sent by first-class mail, guaranteed overnight delivery, or personal delivery within 24 hours of the applicable deadline. A mailed version is not required for faxed campaign statements which do not require an original signature (Forms 496, 497 and Form 470 Supplement).